



DWD Issuance 11-2007

Issued: March 24, 2008
Effective: March 24, 2008

Subject: **Safe at Home Program**

Key Words: **Registration, Domestic Violence**

1. Purpose: To transmit the impact the Safe at Home Program will have upon workforce development programs.

2. Background: The Safe at Home Act was passed by the Missouri legislature and became effective on August 28, 2007. The Safe at Home Program is administered by the Missouri Secretary of State's Office. The goal of the Program is to help victims of domestic violence, sexual assault, or stalking, who have relocated or are about to relocate, in an effort to keep their assailants from finding them.

The Safe at Home Program provides for a designated address to use when creating new records with state and local agencies, as well as courts, and acts as a mail forwarding service. This service limits an assailant's ability to access public information, which could identify the new location of a victim who is in the program.

Each Safe at Home participant is granted the use of Jefferson City Post Office Box 1409 as his/her designated address. This address has no relation to the participant's confidential address. All participants in this program will utilize this same address. First-class mail, legal documents, and certified mail will be sent to this Post Office box and then forwarded to the participant.

3. Substance: Attachment 1 describes the impact the Safe at Home Act will have on various programs available through the local workforce system. The impact on additional programs offered by other partners of the local workforce system is the responsibility of those partners.

Below is a brief summary of the program:

- Participants use the designated address when interacting with state and local agencies and the courts.



- When presented with the Safe at Home authorization card, (see Attachment 2 for example) state and local agencies, and the courts, must accept the Safe at Home designated address for any record.
- Employees of state and local agencies, and employees of the courts, may request to see the participant's authorization card and may photocopy the card for their files.
- Agencies cannot require the participant to disclose his or her confidential address.

Additional information about the Safe at Home Program is included in Attachment 3, and can also be obtained from the Secretary of State's website, www.sos.mo.gov/SafeAtHome/, or contact them toll-free at 1.866.509.1409.

4. Action: All LWIBs and program operators must now comply with the Safe at Home Program.
5. Contact: Direct questions or comments regarding this issuance to the appropriate program manager.
6. Reference: Revised Statutes of Missouri [589.660 to 589.683](#), [Secretary of State Website](#), and [15 CSR 30-70](#)
7. Rescissions: None
8. Attachments: Attachment 1: Program Implications
Attachment 2: Sample Safe at Home authorization card
Attachment 3: Safe at Home Program Summary

Dawn R. Busick
Director



Safe at Home Program Implications

This document identifies any impact the Safe at Home Program may have to various workforce development system programs. This list is not inclusive of all the programs that are operated through the local workforce investment system. Other partners of the local workforce development system are responsible for identifying the impact of the Safe at Home Act on their programs.

General

Toolbox 2.0 is programmed to recognize the Safe at Home address and will automatically un-publish the record. This process was designed to keep local employers from getting potential applicants from the Safe at Home Program using the Jefferson City address, but who might actually live elsewhere in the state. Instead, these applicants will be told to call the toll-free Career Center telephone number, (888)728-5627. Callers will be automatically connected to the nearest Career Center, based on the caller's own telephone prefix number.

Due to the widespread use of cellular phones, this could mean that a caller in Columbia, using a phone with a 417 prefix may be connected to the Career Center in Springfield, rather than to the Career Center in Columbia. Therefore, Career Center staff need to be aware of this situation and should inform the participant of the various Career Centers, without specifically asking them where they live. Career Center staff could resolve this issue by providing the website that lists the various locations or mailing them a brochure of the Career Center locations through their Safe at Home address.

Career Assistance Program (CAP)

The Safe at Home Program should only affect CAP by causing approximately a one-day delay in the delivery of the call-in letters for recipients who did not go through the immediate engagement process. These letters are generated from Central Office and if the letter would be sent to a Safe at Home participant, the letter would be sent within Jefferson City to the Safe at Home address for forwarding.

At the local level, CAP staff may generate free-form letters to participants, but since these letters are not time-sensitive, the Safe at Home Program's only impact would be in the extended delivery time.

Missouri Employment and Training Program (METP)

The only impact the Safe at Home Program will have on METP is a one-day delay in the delivery of their call-in letters to Safe at Home participants. Since these letters are generated from Central Office, they would be sent within Jefferson City to the Safe at Home address for forwarding.

Migrant Seasonal Farm Worker (MSFW) Program

No impact is anticipated on the Migrant Seasonal Farmworker Program.

Parents' Fair Share (PFS) Program

No impact is anticipated on the Parents' Fair Share Program.

Rapid Response Program

No impact is anticipated on the Rapid Response Program.

Trade Act Program

The Safe at Home program would have some impact on the Trade Act Program. When a Trade Act client files their initial claim, they are automatically assigned a Career Center based on their address, but they can report to any Career Center. Safe at Home Program participants can request that the Career Center assignment be changed to a location of their choice.

Veterans' Program

No impact is anticipated on the Veterans' Program.

Wagner-Peyser Program

Toolbox 2.0 has the ability to restrict records, combined with the current Toolbox's ability on the public side to "un-publish" records that should address Safe at Home Program's issues for Wagner-Peyser customers. The match in the Toolbox 2.0 test system allows for the jobseeker to customize their job search using regions, zip codes, etc. While the screen is populated with the zip code from their address of record, the jobseeker can change that on the search screen to conduct a search in the area in which they reside.

Workforce Investment Act (WIA) Programs

No impact is anticipated on the Workforce Investment Act programs.

Worker Profiling Re-Employment Services Program

The Safe at Home Program will have minimal impact on the Worker Profiling Re-Employment Services Program. Claimants are sent a letter to report to a Career Center; included with the letter is a list of all the Career Centers. Since claimants who are Safe at Home participants will be sent letters to the Safe at Home address, the letter will be delayed a few days before reaching the claimant.

Work Opportunity Tax Credit (WOTC) Program

The impact on the WOTC Program is very minor. If a certification request that falls under the empowerment zone and rural renewal county target group is received for a participant in the Safe at Home Program, eligibility cannot be verified. The participant's physical address must be verified for that target group; otherwise the request will have to be denied. However, as this target group is seldom requested, it should have a minor impact on the WOTC Program.



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The Safe at Home Program became law on August 28, 2007, as an act of the First Regular Session of the 94th General Assembly. (RSMo 589.660 – 589.683) (15 CSR 30-70)

The goal of the Safe at Home program is to help victims of domestic violence, rape, sexual assault, or stalking, who have relocated or are about to relocate, in their effort to keep their assailants from finding them. The Safe at Home program provides for a designated address to use when creating new records with state and local agencies and the courts and acts as a mail forwarding service. These services limit an assailant's ability to access public information which could identify the new location of a victim who is in the program. Safe at Home is not a witness protection program; rather it is a mail forwarding service.

DESIGNATED ADDRESS SERVICE

Each Safe at Home participant is granted the use of a Jefferson City Post Office box address as her or his designated address. The designated address has no relation to the participant's confidential address. All participants use the same Post Office box as designated by the program. First-class mail, legal documents, and certified mail, are sent to the Post Office box and then forwarded, **at no cost to the participant**, to the participant's confidential mailing address. Service of process is accepted by the Secretary of State and the documents are forwarded by certified mail, at no cost to the participant, to the participant's confidential mailing address

Safe at Home also allows participants to use the designated address when creating records with state and local agencies and the courts. Program participants can register to vote confidentially, obtain a driver's license and make public records without fear that those records will put them at risk of being located by their assailant.

PROGRAM ELIGIBILITY REQUIREMENTS

- Must have good reason to believe that she or he is a victim of domestic abuse, rape, sexual assault, or stalking and fears further violent acts from her or his assailant
- Has relocated or is about to relocate to an address unknown to the assailant and that is not part of any public record;
- Is a resident of Missouri or is about to become a resident of Missouri;
- Is at least 18 years old, or a parent or guardian acting on behalf of a minor or incapacitated person;
- Is willing to designate the Secretary of State as their agent to receive legal documents, service of process, and first-class and certified mail; and

- Understands there will be a 5 to 7 day mail delay (since mail first comes to Safe at Home and is then forwarded to her or his confidential mailing address).

HOW TO APPLY

Qualified applicants may apply for program participation at a local qualified agency. Agencies qualified by the Secretary of State may include state or local agencies or nonprofit programs that provide counseling, referral, shelter, or other specialized services to victims of domestic abuse, rape, sexual assault or stalking. Please call Safe at Home or access our website for a listing of statewide Application Assistants who can assist an interested person. Application Assistants will:

- Work with victims to integrate the Safe at Home program into their overall safety plan;
- Assist potential program participants in the application process; and
- Forward the application to the Safe at Home office.

RESPONSIBILITIES OF THE SAFE AT HOME PARTICIPANT

Upon receipt of a properly completed application by the Safe at Home program, a participant is certified as a program participant for four years and will be issued a Safe at Home authorization card. The authorization card will contain an authorization number unique to each program participant. When using the designated address, the authorization number must be included in the address. Because mail from all participants comes to the same Post Office box, the authorization code is an important identifier that will help to expedite the mail forwarding process.

Once accepted into the program, participants should use the designated address when creating records and accessing services with state and local agencies and the courts. The Safe at Home authorization card must be presented to an agency when requesting to use the designated address.

Participants are required to notify the Safe at Home program within ten days of any changes in their name or mailing address in order to remain in the program.

RESPONSIBILITIES OF GOVERNMENT AGENCIES

State and local agencies and the courts must accept Safe at Home designated addresses for any record, unless the agency has received prior approval from the Secretary of State for statutory or administrative exceptions. Agency employees may request verification of a program participant by asking for the participant's authorization card. A photocopy of the authorization card may be placed in the participant's agency file and shall serve as confirmation of Safe at Home participation. The authorization card does not serve as a legal form of identification.

Address Confidentiality Program



Robin Carnahan • Secretary Of State

Authorization Card Sample

Address Confidentiality Program



Robin Carnahan • Secretary Of State

STATE OF MISSOURI

Signature
JANE DOE

has been certified by the Secretary of State as a participant in the Safe at Home program in accordance with RSMo 589.660 – 589.683.

Authorization # Voter Code # Expires MM/DD/YY

FRONT

Jane Doe
####
PO Box 1409
Jefferson City, MO 65102-1409

Authorization code, name, post office box and zip code MUST be used on all correspondence.

If you have any questions regarding the Safe at Home address confidentiality program or the valid use of this authorization card, please call toll-free:
(866) 509-1409
OR
E-mail: safeathome@sos.mo.gov

BACK